

#41 DW - bring calendar, incl. DW for order. & make sure cookies for all

5-22-95 Mgmt. Mtg.

Attending BK, BG, Meikle, Edy, Nick, Pat, Kevin (remote)

BK - deal not closed yet. Will proceed as if one w/ AOL

Edy - request another mtg. for development
scale up ~~on Tues~~ for ¹⁸ Mon. in June.

Nick like to get packet for mtg. w/ Bill Dorn next week.

This packet structure

① Prod. Services Expansion Assumptions

Kevin concerned time budget for training incl. VARS

Meikle \Rightarrow Claude's responsibility \Rightarrow Maintenance & Tools Support

Edy \Rightarrow Make division bet \uparrow & software development

KB Operations \Rightarrow ~~to~~ ~~assess~~ ~~soon~~. Revise as project transition.

Kevin - re: Org. Structure.

Bruce - Nick needs to clarify what he means by VAR
Nick explain VAR model \longrightarrow
re handle ~~data~~.

Bruce - define

Doc. 2 The ESTIMATES

\hookrightarrow bldg block of staff assumptions to

Analyst would write specs deal w/ customer, help w/ project mgmt.
 \Rightarrow customer-oriented engineer

\hookrightarrow all staff would be floaters on several projects

Add-ON is a subsequent spec.

Nick will provide definition of analyst job description to Meikle etc.

Sr. Engineer who has tech exp., coding but works w/ll w/ customers.

BK ^{add} 1 month of training to ind. in model
^{under} admin. support both

Nick requests feedback betw. now & Thurs.

~~Company Matter~~

Terms Small Man revised

Define what each division means
ie. Sales
vars
Maintenance.

BK include Cash flow
Capital

Nick requests of book mgr.
1 page of suggestions w/ bullet points

BK NiagaraSoft & Medico - tip our hats to the
see how ~~that~~ might be useful
Reagents?

KB push to 1:00
Mon. 5-7 Mtg.

BC pres + 30th

Nick one on one meet to "finish"

Kevin - Foodnet
1 Sportsworld, A/C, Stanford

Nick - BK mtg Re: hiring.
Establish the methodology
Pat volunteers to ~~standardize~~ the to ~~the~~ train/orient
engineers

BG Rem ~~to~~ to P. Sen. mgis. to proofread
all ^{final system} Specs before going out to customer
~~grammar~~ 3 sets of specs for going out
of door
espec. annotated HTML pages

Tech. editing / proofreading position
to standardize format ^{system} specs
informing client of milestone completion (cover letters)